

CONNECTICUT STATE DEPARTMENT OF EDUCATION  
OFFICE OF CHILD NUTRITION  
25 INDUSTRIAL PARK ROAD  
MIDDLETOWN, CONNECTICUT 06457-1543

MEMORANDUM

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DATE: February 3, 2003

TO: Child and Adult Care Food Program (CACFP) Day Care Home Sponsors

FROM: Maureen B. Staggenborg, Director, Office of Child Nutrition

SUBJECT: **Operational Memorandum #06H-03**  
**CACFP Conference Call Training Session-New Provider Termination**  
**Procedures**

The document, *Draft Statewide Termination Procedures for Day Care Homes* was recently mailed to all Day Care Home Sponsors via Operational Memorandum #4H-03. As indicated in the memorandum, a conference call is scheduled to provide training and answer questions on the Procedures.

The call is scheduled for Monday, February 24, 2003 from 10:30 a.m. – 12:00 noon. In order to properly access the conference call, the following procedures must be followed:

- ✓ **Call: 1-888-809-8965**      **Note: this is a toll free number**
- ✓ **Enter pass code number: 56318#**
- ✓ **Note: Call in 5 minutes before the call is to take place**  
**(10:25 a.m. Monday, February 24, 2003)**

**It is required that at least one representative for each sponsoring organization be in attendance on this call.** To help facilitate the call, immediate response is requested to indicate how many staff members will participate in this mandatory call. **Response is required by February 11, 2003 to Susan Bohuslaw at 860-807-2073, or via email at [susan.bohuslaw@po.state.ct.us](mailto:susan.bohuslaw@po.state.ct.us).**

As sponsors review the document, questions/issues that you would like to have addressed on the call may also be directed to Susan Bohuslaw. If there are any questions regarding this matter or if you would like any additional information, please contact: Charlene Russell-Tucker at (860) 807-2071 or Susan Bohuslaw as indicated above.

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